



***State of Washington
Department of Transportation
Notice to Consultants
Aviation Re-Certification and Safety Seminar Administrator***

Washington State Department of Transportation (WSDOT) Aviation Division solicits interest from consultants interested in submitting a Statement of Qualifications for developing and instructing airmen re-certification and safety seminars. WSDOT will be awarding one (1) agreement. The agreement will be for two (2) years duration and will be for approximately \$30,000.

Project Description

Consultant will prepare instructional materials, handouts, audio-visual aids and a selection of instructors necessary to present an educational program for three (3) Certified Flight Instructor (CFI) Renewal, two (2) Aviation Maintenance Technician / Inspector Authorization (A&P/I.A.) Renewal and one (1) Mountain Flying Safety seminar. Specific subject matter will be assigned by the Aviation Division in compliance with FAA approved training course outline. Instructors will be expected to teach the assigned courses in a professional manner that satisfies FAA requirements.

The CFI renewal will be a two-day seminar. The A&P/I.A. renewal and Mountain Flying Safety Seminar will be scheduled for a one-day eight-hour session for each.

Note: We will consider consultants with FAA certified instructors only.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Instructors/Key Personnel on the Team (Prime & Sub);
2. Experience Developing this type of Curriculum (Prime & Sub);
3. Firm's Project Management System (Prime Only);
4. References/Past Performances (Prime Only); and
5. Cost Factors (Prime Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 3.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4 and 5; and
- Your Submittal Information form.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, July 23, 2003:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323



Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104. All questions regarding the technical aspect of this request should be directed to Marilee G. Jensen, Seminar Coordinator at 360-651-6302.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, June 25, 2003, and Wednesday, July 2, 2003.